

**Board of Selectmen
Town of East Windsor
11 Rye Street
East Windsor, CT**

MINUTES OF REGULAR MEETING, October 19, 2010 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Mark Simmons, John L. Burnham, Gilbert Hayes,
and Richard P. Pippin, Jr.
Members Absent: None
Others: Kathleen Pippin, Laurie P. Whitton, Dale Nelson, Marie DeSousa,
Linda Sinsigallo, Chief Edward DeMarco, Deputy Chief Roger
Hart, and others
Press: K. Loucks (Journal Inquirer)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:01 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectman
Mark Simmons, Deputy Selectman
John L. Burnham, Selectman
Gilbert Hayes, Selectman
Richard P. Pippin, Jr., Selectman

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to add the following items to the agenda: VII. Board and Commissions Appointments (C) New Appointments: Zoning Board of Appeals.

III. Approval of Minutes

Minutes of October 5, 2010 Regular Meeting

An error was noted in the October 5, 2010 Regular Meeting Minutes. An amendment to the minutes in Section IV, Paragraph 3 is noted. The following is the noted amendment:

“...apologies have been given and the problem has been settled.”

to

“...apologies were received from Mr. Mannette in response to that letter.”

An error was noted in the October 5, 2010 Regular Meeting Minutes. An amendment to the minutes in Section VI, Subparagraph e, Paragraph 1 is noted. The following is the noted amendment:

“...the chip sealing of the **driveway**, however...”

to

“...the chip sealing of the **highway**, however...”

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen approves the minutes of October 5, 2010 Regular Meeting, as amended.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to move the discussion of Agenda Item XI. Executive Session before IV. Public Participation.

XI. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Update regarding Legal Matters

It was **MOVED** (Burnham) and **SECONDED** (Hayes) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records, and that the following be invited to attend the executive session: Ms. Linda Sinsigallo, Chief Edward DeMarco, Deputy Chief Roger Hart.

The Board entered into Executive Session at 7:06 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and table the Executive Session later in the meeting and enters into Public Session at 7:30 p.m.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) (M. Simmons abstained) that the Board of Selectmen authorizes Ms. Denise Menard, First Selectwoman to sign settlement agreement regarding Case No.: CV 08-5003212 S on behalf of the Town of East Windsor once all conditions are met.

It was **MOVED** (Hayes) and **SECONDED** (Burnham) and **PASSED** (U) (M. Simmons abstained) that the Board of Selectmen recommend to the Board of Finance a transfer of \$87,500 to the Town Counsel and Legal Other Account 1-01-10-1015-8-800-0000-0, \$15,000 of which will be reimbursed by CIRMA.

It was **MOVED** (Burnham) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen agree to continue with the order of the Agenda Item IV. Public Participation.

IV. Public Participation

Mr. Alan Baker, 43 Spring Street, addressed the Board. On Saturday, November 13, 2010 at 10:00 a.m. volunteers will be meeting at Osbourne Park to participate in a River Clean-up along the Connecticut and Scantic Rivers. He has received donations from USA Hawling and Connecticut Region Waterways of a dumpster, plastic bags, and gloves. He is seeking volunteers to participate. Boy Scout troops are volunteering their time as well.

V. Communications**a. Flu Clinic**

Ms. Menard indicated to the Board Members that Flu Clinics are being held on October 26, 2010 from 9:30 a.m. to 11:30 a.m. at the East Windsor Senior Center; on October 29, 2010 from 9:00 a.m. to 11:00 a.m. at the East Windsor Town Hall; and on November 10, 2010 from 2:00 p.m. to 3:30 p.m. at the East Windsor Town Hall Annex. Insurance will be accepted, and the fee for uninsured recipients is \$35.00.

b. Veterans Day 5K Road Race

Ms. Menard indicated the Veterans Day 5K Road Race is scheduled for Saturday, November 6, 2010. The ceremony will begin at 9:30 a.m. at the Town Hall, followed by the Road Race with awards and refreshments afterwards.

c. Ceremony to Honor East Windsor's Korean War Veterans

Ms. Menard commented on The Secretary of the State's Public Service Award Ceremony. This year, they are recognizing veterans of the Korean War. The awards ceremony will be held on Friday, October 22, 2010 at 3:00 p.m. at East Windsor High School.

VI. Selectmen's Reports**a. Denise Menard, First Selectwoman**

Ms. Menard remarked about attending the CCM Conference in Hartford on October 6, 2010. She attended the Conference with Mr. John Burnham and Mr. Len Norton. They saw the latest equipment available to towns and cities.

Ms. Menard also discussed the cost savings last year on the electric distribution for the town. The distributor was changed to Trans Canada from Connecticut Light and Power. The savings on the larger accounts was

approximately \$30,000. However, Trans Canada does not accept smaller accounts, so those accounts were transferred to Direct Energy, a savings of approximately \$2,800. She mentioned that Mr. Len Norton is meeting with Connecticut Light and Power regarding cost savings options for the street lights. She is researching the town's telephone services in an attempt to lower those bills as well.

Ms. Menard commented about the American River Heritage event she attended and had a great time last weekend. Mr. Burnham indicated there were approximately fourteen vessels on the river.

Ms. Menard indicated the note funding for the Warehouse Point Fire Truck has a net interest rate of 1.55% which is an excellent rate on the current bond market. This rate is related to the upgrade on the town's rating.

Ms. Menard noted that Mr. Jim Richard's has invited the Board of Selectmen to a Breast Cancer Fundraiser Event at Sweet Surrender's in Pascoe Commons on Saturday, October 23, 2010 at 10:30 p.m.

Ms. Menard passed out to all Board Members, for their review, a letter from Ms. Catherine Cabral, Treasurer addressed to the Board of Finance regarding clarification of procedures in the Treasurer's office.

b. Mark Simmons, Deputy First Selectmen

Mr. Simmons indicated he attended the recent Economic Development Commission meeting. The passage of the North Road Sewer Project, the Commission is energized and is hoping the project will attract new businesses to the area. They are trying to formulate a plan between different commissions to attract businesses. He also mentioned the breaking ground of the movie studios in South Windsor.

He also commented on that the Parks and Recreation Department is sponsoring an induction to the East Windsor Athletic Hall of Fame on November 12, 2010 at the Clarien Inn at 6:30 p.m. Six people will be inducted.

Mr. Simmons mentioned the Parks and Recreation Department is holding a benefit being on October 29, 2010 at 7:00 p.m. for a family who lost a family member at the Hartford Distributor tragedy over the summer. He also remarked about the scarecrow contest which is organized by the Parks and Recreation Department. The scarecrows have to be up by October 20, 2010 and will be judged. Prizes will be given to the top three.

He reminded everyone of the Veteran's Day 5K Road Race on November 6, 2010 and of the BMX fundraiser on November 7, 2010. The BMX will be hosting a duck race down the Scantic River. It will cost \$10.00 per duck.

c. John L. Burnham, Selectmen

Mr. Burnham mentioned at the last Board of Selectmen Meeting, it was adjourned for a Town Meeting which he moderated. He believes everyone should take turns in moderating a Town Meeting and he would be glad to do it again, if asked.

Mr. Burnham commented on the Police Commission meeting on October 13, 2010 and thought the discussion regarding the issues of dispatching was handled well by both sides. He remarked about the American Heritage River Commission had a potluck dinner on October 16, 2010 and a river ride down the Scantic River. Approximately twenty people attended.

He commented about attending the CCM Conference which he enjoyed. He also spoke about the solar panels which may be installed on the Scout Hall.

d. Gilbert Hayes, Selectmen

Mr. Hayes commented on the Veteran's Day 5K Road Race on November 6, 2010. He indicated cash prizes will be given to the winners of the different categories and age groups. He mentioned a very special runner/walker Ms. Greta Michaelson who is 90 years old. He is hoping the event will be well attended and someday being as big as the Manchester Road Race.

e. Richard P. Pippin, Selectmen

Mr. Pippin commented about the American Heritage River Commission needing help moving barriers which he did assist. He was very impressed that he received a thank you letter the next day after.

Mr. Pippin thanked the *Journal Inquirer* and Ms. Kory Loucks for all of the coverage it gave to the North Road Sewer Project. An outstanding job was done by Ms. Loucks on the article she wrote to explain the importance of the project. He commented on the East Windsor Housing Authority Meeting which recently took place. Policies and procedures were discussed along with a new roof project in November and the possibility of receiving a small city grant.

Mr. Pippin wanted to comment regarding a legal notice he had recently read in the newspaper regarding a top 25 delinquent taxpayer in the Town of East Windsor. The delinquent taxpayer is approximately five or six years behind in paying his taxes to the Town. He wanted to give the notice to Ms. Menard

and see if there is anything the Tax Collector can do to have those delinquent taxes paid.

Mr. Pippin also commented about the recent Citizen Hour which was held. He indicated that it has come to his attention that six railroad crossings in the town which are not used still require traffic to stop before crossing. He would like this subject to be put on a future agenda to discuss further to see what the town needs to do to make those crossings exempt.

Lastly, Mr. Pippin discussed the informal discussions of Scout Hall for a pond for skating and/or trails. He passed around an unofficial map for the Selectmen to review.

VII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments: None

Ethics Commission

Daniel Belisle, (D) to serve a four year term to expire 10/01/2014

It was **MOVED** (Hayes) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the re-appointment of Daniel Belisle, (D) to serve a four year term to expire October 1, 2014.

c. New Appointments:

Zoning Board of Appeals

Jose Giner, (D) to serve a four-year vacancy with a term to expire November 22, 2011.

A motioned was entertained by Mr. Burnham and seconded by Mr. Hayes to approve Mr. Jose Giner, (D) to serve a four-year vacancy with a term to expire on November 22, 2011.

A discussion was held. Mr. Burnham indicated he believes Mr. Giner would be a great candidate for the Zoning Board of Appeals and he has lots of knowledge which can be used on that Board. Mr. Pippin indicated he has nothing against Mr. Giner; however, it bothers him that Mr. Giner is a Town Planner in another town, which is adjacent to East Windsor. Mr. Hayes indicated Mr. Giner is very qualified for the position.

A vote was taken. The motion passed (3-1) (R. Pippin opposed).

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review.

VIII. New Business**a. Cancellation of November 2nd Meeting due to Election Day**

Ms. Menard indicated the meeting scheduled for November 2, 2010 would have to be cancelled due Election Day and the Town Hall is used as a polling place; therefore, the conference room would not be available for a meeting that evening. Concerns were raised about any transfers which needed to be approved and/or recommended for to the Board of Finance would not be heard and the process would be held up. Ms. Menard if a Special Meeting was needed for certain transfers; they could schedule that before the next Board of Finance Meeting in November.

It was **MOVED** (Pippin) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen authorizes the cancellation of the November 2, 2010 Regular Meeting.

b. Discussion of Preliminary Budget Forum

Ms. Menard indicated to the Board that due to the frustration of the budget process last year, she would like send a letter to all departments to schedule meeting of the Board of Selectmen, Board of Finance, and all departments to discussion the challenges of the upcoming budget process. She indicated at the CCM Conference, it was discussed that State funding would be approximately 10% less than last year, which is approximately \$60,000. It was also indicated that ECS funding would be approximately 14.5% lower. Due to these and other challenges, she would like to schedule this meeting between Board of Selectmen, Board of Finance, Board of Education, Police Commission, and other department to discuss the goals of each department and/or Board.

After a brief discussion, it was agreed it was a good idea to have such a forum to keep communication open between all departments and Boards. The meeting is tentatively scheduled for Monday, November 29, 2010 at the Town Hall at 6:00 p.m.

c. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector dated October 13, 2010 wherein Ms. Samantha Lee, Tax Collector is

requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$1,082.96.

It was **MOVED** (Burnham) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,082.96 pursuant to the tax collector's request of October 13, 2010.

X. Unfinished Business

a. Discussion of Removal Process from Board and Commission, in accordance with E.W. Town Charter, Section 7.1

Ms. Menard discussed the Proposed Ordinance, a copy of which was given to all Board Members. She indicated the top of the draft is the actual language from the Town Charter Section 7.1 (H) Removal. She read that section. She also read from the proposed ordinance regarding the reasons in which a member can be removed. Research of similar ordinances from surrounding towns has been done and some of that language has been incorporated into the proposed ordinance.

A discussion was held among all Board Members reading the proposed ordinance paragraph by paragraph. Comments were made regarding wording changes in fifth and sixth paragraphs. After a brief discussion, it was agreed to make any applicable changes and this ordinance will be revisited at a future meeting.

b. Discussion of filing Part-Time Clerk Vacancy in the Planning & Development Office

Ms. Menard introduced to the Board Ms. Laurie P. Whitten, Director of Planning and Development. She indicated at the September 21, 2010 meeting, a discussion was held regarding the request of August 17, 2010, wherein Ms. Whitten had requested filing a part-time clerk vacancy, which has been fully funded for over a year. The position was originally created as support for the wetlands officer. When the departments merged, the part-time clerk assisted with all aspects of the land use department. Ms. Whitten gave to all the Board Members copies of a job description and budget documents indicating the position was and is funded. Ms. Whitten discussed the job description in detail.

At that meeting, it was agreed to wait to fill the vacancy after the North Road Sewer Project Referendum and if the referendum passes, the Board will revisit the discussion of filing the part-time clerk. At this time, the referendum has passed and Ms. Whitten would like to have the Board of Selectmen revisit the issue.

A brief discussion was held.

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen authorize the filling a part-time clerk vacancy in the Planning & Development Office beginning of 15 hours per week on January 1, 2011.

XI. Budget Matters

a. Budgets by Department dated October 7, 2010

Ms. Menard gave a Budget by Department Report to all Board Members for their review. A brief discussion was held regarding that document.

b. September Gas, Oil, and MSW/Recycling Reports

Ms. Menard gave to the Board reports entitled “Unleaded Gasoline Amounts for Calendar Year 2010”, Diesel for Use in Fiscal Year 2010-2011”, Heating Oil Amounts for Fiscal Year 2010-2011”, “Heating Oil Amounts for Fiscal Year 2009-2010”, and “Municipal Solid Waste/Recycling Reporting Comparison”. Ms. Menard discussed each report in detail with the Board. A brief discussion was held regarding the reports given.

XII. Executive Session Continued (pursuant to Connecticut General Statutes Section 1-200(6) (e) Update regarding Legal Matters

It was **MOVED** (Burnham) and **SECONDED** (Simmons) **PASSED** (U) that the Board of Selectmen enters into Executive Session to continue to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 8:50 p.m.

It was **MOVED** (Burnham) and **SECONDED** (Hayes) and **PASSED** (U) that the Board of Selectmen terminates Executive Session and table the Executive Session later in the meeting and enters into Public Session at 10:06 p.m.

XII. Adjournment

It was **MOVED** (Hayes) and **SECONDED** (Simmons) and **PASSED** (U) that the Board of Selectmen adjourns the October 19, 2010 Regular Meeting at 10:07 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary